

# AUGUSTANA LUTHERAN CHURCH – SAINT JAMES MN

## Job description – AES Youth Director

**ACCOUNTABILITY:** The AES Youth Director will be held accountable and evaluated by the Pastor with annual evaluations available to the Councils.

### **QUALIFICATIONS:**

- Minimum of High School Diploma or equivalency
- Interest in the gifts and needs of Youth and their families
- Active Membership in a Lutheran Church, and a willingness to talk about matters of faith.
- Self-Motivated; ability to organize and to delegate responsibilities.
- Training in Youth Ministry or willingness to participate in training opportunities in this field.

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- The AES Youth Director will be the assistant to the Pastor in all activities involving youth ages Birth – 12<sup>th</sup> Grade.
- The Youth Director will be responsible for all communications involving the youth. This will include emailing, texting, sending out mail, and phone calls as needed.
- The Director will be the person to call with any questions. They will refer all necessary calls to the Pastor.
- Oversees First Communion communication via emails, mailings and phone calls. They will order all the necessary materials.
- Oversees the acolyte schedules and communicates all the details with families.
- Updates the Youth roster each year as well as the email lists.
- Oversees the management of the National Youth Gathering logistics, fundraising, travel arrangements, lodging, lists of things to bring, permission slips, and all communications.
- Orders Confirmation curriculum and materials.
- Organizes logistics of Confirmation Sunday and communicates directly with confirmands families.
- Oversees the Confirmation Banquet.
- Oversees logistics of the mentorship program with the assistance of the Pastor's created materials.
- Oversees the Confirmation retreat logistics and communicates details to the families.
- Helps teach Confirmation.
- Keeps records of each youth and updates accordingly throughout the year.
- Tracks the worship notes for Confirmation and service projects. Pastor will create projects and the Director will organize and track it all.

- Works with the TLC Supervisor to implement Confirmation students into the program, communicate with the families, and assist with Wednesday Worship logistics.
- Organizes the logistics of Confirmation rehearsal, ordering gowns, reserving and planning a picture day, arranges for the reception after church, and communicates all with the families.
- Registers and manages all permission slip forms for all youth related events and trips.
- Lines up and implements all travel logistics for any youth related events and trips.
- Organizes Senior Sunday and communicates with senior families all details.
- Promotes all youth related events via newsletter write ups, bulletins, emails, and phone calls.
- Oversees registering and recruiting students for Bible Camp.
- Works directly with the Youth Committee to plan and implement youth fundraising events throughout the year and communicating all details to the families.
- Assist in the logistics of milestone ministry planning.
- Orders Children's message gifts for holidays.
- Implements and oversees children readers and helpers for worship services.
- Maintain updated addresses for all college students.

### **HOURS:**

- Part-time, beginning at 25 hours per week. Due to Youth schedules, many of these hours will be evenings or weekends.

### **SALARY:**

- Beginning Salary \$17/hour, \$425/week and \$22,100/year. With 2 weeks paid time off.
- Vacation time to be arranged in consultation with the pastor.
- Laptop will be Provided.
- Mileage to and from events.

### **TERMINATION:**

Appointment to this position may be terminated by either the AES Council or the Pastor following at least 2 weeks written notice.

**PROBATIONARY PERIOD:** There will be a review of the job description and the performance of the person hired after 6 months.